

REZONE APPLICATION

		FEES*	INITIAL DEPOSIT*	FEE CODE
DPLU PLANNING			\$2,830	4900
DPLU ENVIRONMENTAL			\$5,340	4900
DPW ENGINEERING			\$1,480	
DPW INITIAL STUDY REVIEW			\$2,890	
STORMWATER	MINOR			
	MAJOR			
DEH	SEPTIC/WELL			
	SEWER			
DPR				
INITIAL DEPOSIT \$12,540				

VIOLATION FEE none

***See Website:** <http://www.sdcounty.ca.gov/dplu/cost-schedule-info.html> **for average processing costs.**

NEW: Use our [Discretionary Permit Cost Guide](#) to get an idea of how much the County portion of your project may cost.

- Please read and follow instructions Step by Step!! -

Step 1:

All forms/plans listed under **(Step 1)** must be completed, signed, scanned and saved as "pdf" files, then **submitted on CD's**. The forms have "Data Entry Form Fields" and can be completed and saved on your computer.

- Plot Plan
- Legal Description (**see Note # 6 below**)
- Resource Protection Study
- [126 Acknowledgement of Filing Fees and Deposits](#)
- [299 Supplemental Public Notice Certification](#)
- [305 Ownership Disclosure](#)
- [320 Evidence of Legal Parcel \(and any deeds\)](#)
- [367 \(AEIS\) Application for an Environmental Initial Study](#)
- [394 Preliminary Floodplain Evaluation Form](#)
- [399F Fire Availability Form](#)
- [399S Sewer Availability Form](#)
- [399SC School Availability Form](#)
- [399W Water Availability Form](#)
- [514 Public Notice Certification](#)
- [524 Vicinity Map/Project Summary](#)
- [LUEG-SW Stormwater Intake Form for Development Projects](#)

Step 2:

In addition to the electronic copies on CD, all forms/plans listed under (Step 2) must be completed, signed and submitted as Hardcopies.

- Plot Plan: **Two (2) hard copies.**
- [346 Discretionary Permit Application Form](#): **One (1) hard copy.**
- [524 Vicinity Map/Project Summary](#): **One (1) hard copy.**
- [LUEG-SW Stormwater Intake Form for Development Projects](#): **Two (2) hard copies.**
- Public Notice Package
 - a. One (1) set of gummed labels on 8½" x 11" sheets containing the names and addresses of all property owners.
 - b. One (1) set of stamped **(with USPS Forever Stamps)** and addressed envelopes (4¼" x 9½" business size) for each property owner on the list.

All forms listed below are informational only and shall not be submitted.

These are available at: [DPLU Zoning Forms](#).

- 90Z Typical Plot Plan
- 247 Fish and Game Fees
- 298 Supplemental Public Notice Procedure
- 374 Resource Protection Study
- 383 How to Process a Rezone Request
- 515 Public Notice Procedure
- 516 Public Notice Applicant's Guide
- 906 Signature Requirements
- Policy I-49 BOS Policy Distribution of Notification of Land Use Hearings
- ZC001 Defense and Indemnification Agreement
- ZC079 Rezone Staff Checklist

**This application requires an appointment to submit.
To schedule or cancel an appointment please call (858) 694-2262.**

NOTES:

1. Save **each** whole Study, Report, Plot Plan, Map, etc., **as a single PDF file on CD(s).** Save as many PDF files as possible on each CD. Provide two (2) copies of each CD.
2. **For a Rezone with a GENERAL PLAN AMENDMENT, go to the PLAN AMENDMENT AUTHORIZATION section.**
3. Two (2) hard copies of the plot plan. The plot plan may be assessor's sheets indicating the surrounding zones. **(Folded to 8 ½" x 11" with the lower right-hand corner exposed.)**
4. School letters (DPLU-399SC) are required only when increasing density.
5. If the Rezone is linked to a Tentative Map, then form DPLU-524 must indicate the surrounding zones.

6. A typed legal description of the area to be rezoned must accompany the application.
7. Give applicant DPLU-319 (Notice of Application Form).
8. Give applicant DPLU-382 (Flagging Procedure for Projects)
9. A Major Pre-Application Meeting is MANDATORY prior to the submittal of this application.
10. At INTAKE: One (1) copy of the Major Pre-Application letter from DPLU or; One (1) copy of the form waiving the Major Pre-Application Meeting MUST be submitted by the applicant.
(Techs: Check KIVA to be sure the applicant has completed a Major Pre-Application Meeting. If not, we cannot accept the submittal).
11. Inform applicant that project goes to local Community Planning Group and/ or Design Review Board for recommendation.
12. Use the same PROJECT # (not case #) as the Major Pre-Application when entering this application into KIVA.